Job Announcement

Organization: National Museum of Women in the Arts
Position: Assistant Curator
Department: Curatorial

Position Summary:
This position is responsible for developing, overseeing, and promoting exhibitions as an interpreter of post-1900 art in the museum’s collection. S/he participates in the curatorial team’s development of the exhibition schedule, augments the museum’s holdings in modern and contemporary art, and assists with collections management.

Major Responsibilities:

• Organize exhibitions by developing checklists, negotiating loans, drafting and overseeing budgets, and writing interpretative materials (including wall texts, catalogue/brochure essays, and articles for Women in the Arts magazine), assisting with fundraising and promotion, and collaborating with the education and digital engagement departments on related programming.

• Serve as managing curator for traveling exhibitions and exhibitions developed by guest curators by reviewing and/or developing contracts; negotiating additional loans; preparing correspondence, budgets, and timetables; overseeing installation, and creating and/or approving interpretative materials.

• Work with development department to prepare grant proposals and grant reports for exhibitions and collection-based projects, and assist with fundraising activities.

• Give gallery tours and lectures to museum docents, members of the museum’s support groups, members of the press, and the general public.

• Identify collection needs and opportunities in post-1900 art.

• Participate in preparations for the Works of Art Committee meetings and present potential acquisitions at the committee’s meetings.

• Foster relationships with collectors, donors, and art dealers.

• Assist with development of departmental budget.

• Represent the curatorial department at museum-related events as needed.

• Support the museum’s institutional website and social media platforms by providing content related to exhibitions and the collection.

• Monitor developments in museum practices and foster connections with other museum and gallery professionals.

• Identify opportunities for learning and professional development and participate in at least one seminar, class, or professional meeting annually.

Qualifications

Education/Experience:
This position requires an M.A. in Art History (Ph.D. preferred) with experience as a curator of modern and/or contemporary art and a history of published writing.
Successful applicant will possess:

- Demonstrated experience in organizing and managing art museum exhibitions and collections.
- Experience in working collaboratively with departments museum-wide and with partner organizations. Excellent oral and written communication skills.
- Grant writing skills.
- Passion for working with living artists.
- Fluency in a second language (preferred).

Please submit applications by emailing cover letter, résumé, and salary requirements to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts brings recognition to the achievements of women artists of all periods and nationalities by exhibiting, preserving, acquiring, and researching art by women and by teaching the public about their accomplishments.